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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff, OTR

DATE: 28 September 1955

FROM : Chief, Administrative Branch, OTR

SUBJECT: Weekly Activity Report #39

STAT

JOB NO. _____ FORM NO. _____ FILE NO. _____ DOC. NO. 15 NO CHANGE
 IN CLASS. _____ CHANGED TO: TS S (C) RET. JUST 22
 I. SIGNIFICANT ITEMS - None NEXT REVIEW DATE 09 13 Dec 59 REVIEWER _____ TYPED DOC. 02
 NO. PGS 11 PREPARED DATE _____ ORG COMP 11 OPI 11 ORG CLASS S
 II. OTHER ITEMS REV CLASS C REV COORD. _____ AUTH: HR 70-3

25X1 A. TRIP TO _____ PO/TR, and _____ OTR Placement Officer, went to _____ on 28 September to discuss the administrative procedures necessary to reduce the grade of incumbents of certain positions which were downgraded in the recent classification survey. 25X1

B. CLASSIFICATION SURVEY. _____ OTR Position Evaluation Officer, is completing the survey of the positions in the Plans & Policy Staff. To assist in completing this project, _____ has prepared a memorandum requesting that certain positions be transferred between the Instructional Services Branch, Language and External Training School, Intelligence School and the Plans & Policy Staff. This will correctly slot every employee in these components. 25X1 25X1

25X1 C. FITNESS REPORTS FOR _____ In reviewing the status of Fitness Reports it was discovered that as a result of an oversight in the Office of Personnel, several employees at _____ have not had Fitness Reports rendered on their performance. _____ has rectified the situation by bringing the records up-to-date in the Office of Personnel. 25X1 25X1

25X1 C. LINGUISTS FOR PROJECT _____ has been working with _____ on OTR employees qualified for Project _____ A report with recommendations will be forwarded to the Director of Training today. 25X1 25X1

D. MONTHLY OBLIGATION REPORTS. The monthly reporting of Total Obligations to all major OTR components will be discontinued effective immediately. A consolidated summary of OTR obligations will be furnished DTR monthly. The BFO/TR maintains a daily status of all OTR funds by components and will bring to the attention of XO/TR recommended revisions and adjustments to meet operational requirements within budgetary limitations.

E. REVOLVING FUNDS AUDIT. The annual audit reports of all OTR revolving funds were submitted to the XO/TR. 25X1

25X1 F. _____ INSURANCE. Government Insurance Program certificates were forwarded to _____ to be addressed and delivered to all _____ employees. 25X1

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25X1 G. SWEDISH LANGUAGE PROGRAM. Arrangements were completed with [redacted]
[redacted] for a two-month Swedish Language Program.
This program will be charged to the master contract.

25X1 H. [redacted] Copies of the
[redacted] Insurance policies were obtained from
25X1 I&CB/PO and will be forwarded to [redacted] for reference and secure retention.

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I. COURSE INFORMATION.

1. The Registrar/TR attended the DDS/TO meeting on 27 September 1955. A discussion was held between C/BS and C/OS concerning the Operations Familiarization Course and the Operations Support Course. The discussion attempted to make clear the distinction between the two courses and to identify the type of personnel for whom the course was prepared.

2. A new course in Conference Leadership will begin 14 November. The course will be conducted by [redacted]
[redacted] will be conducted for two hours on Mondays and Wednesdays for six weeks, and is open to all components of the Agency. A maximum of 16 is set for the course.

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3. The Administrative Procedures Course has been extended from two weeks to three weeks.

J. OTR FIVE-YEAR REPORT. The first discussion between [redacted] PPS, and the Registrar regarding the five-year OTR report was held 26 September. It was agreed at this first meeting that this office would be responsible for the following statistics: enrollments for each course by major component for each year January 1951 thru December 1955; names of courses offered each year and totals for each.

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K. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM - R&S BUILDING. The installation of fluorescent lighting in the R&S Building Auditorium is expected to be completed by 29 September 1955. The project is being completed during the one-week break between BOC classes.

L. ALTERATIONS -LANGUAGE LAB - "I" BUILDING. Alterations in the Language Lab ("I" Building) have been completed with the exception of installation of additional radiators in the inner areas of Rooms 2127 and 2129.

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[redacted]

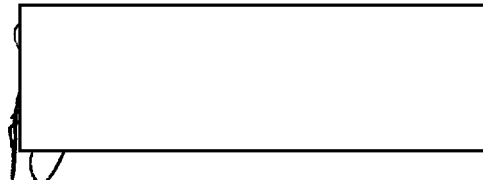
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N. ADDITIONAL SPACE FOR LANGUAGE AND EXTERNAL TRAINING SCHOOL IN R&S BUILDING. Room 1314 R&S Building was made available to LETS for use as a combination office and classroom. Room 1310 R&S is being furnished and equipped for use by LETS as an auxiliary listening laboratory to accommodate six students. The sound room within the Visual Aids Section area, R&S is also being utilized as an additional Language Training classroom.

O. PROCUREMENT OF SAFEHOUSE FURNITURE AND EQUIPMENT. Requisitions were forwarded to the Logistics Office for furniture and equipment for Safehouse #133 to be utilized by Covert Training, Operations School.

P. REASSIGNMENT OF COVERT VEHICLE WITHIN COVERT TRAINING, OPERATIONS SCHOOL. The title for the Chevrolet Station Wagon was transferred from the previous holder to another member of the Covert Training Staff on 19 September 1955.

Q. [] Weekly report of the utilization of [] facilities for the period 21 September through 27 September 1955 is attached.



Attachment

[] Report

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